

# OFFICIAL GAZETTE



## GOVERNMENT OF GOA

### EXTRAORDINARY

#### GOVERNMENT OF GOA

Department of Rural Development & R. D. A.

#### Notification

DRDA-N/4-268/GGSY/03-04/4109

Government is hereby pleased to introduce the "Goa Gram Samradhi Yojana" for the Village Panchayats in order to provide the financial assistance to create durable community, social and economic assets and infrastructural development in rural areas.

1. *Short title and commencement.*— (i) This scheme will be called the Goa Gram Samradhi Yojana.

(ii) It will come into force at once.

2. *Objectives.*— The Goa Gram Samaradhi Yojana will have the following objectives:

The objective of the scheme is the creation of durable community, social and economic assets and infrastructural development in rural areas.

3. *Status.*— The programme will be implemented as a State scheme. The State would provide entire (100%) funds, under the scheme.

4. *Definition of eligible Panchayats.*— Village Panchayat in these Guidelines means the Village Panchayat, constituted under Goa Panchayat Raj Act, 1994 and receiving the grants under Sampoorana Grameen Rozgar Yojana. These Panchayats are as below:

Sr. No.	Type of Village Panchayat	No. of V. P.
1.	V. P. who are receiving only Rs. 25,000/- grants under SGRY	18
2.	V. P. who are receiving more than Rs. 25,000/- but less than Rs. 50,000/- of grants under SGRY	56
3.	V. P. who are receiving more than Rs. 50,000 but less than Rs. 1,00,000/- under SGRY	51
4.	V. P. who are receiving more than Rs. 1,00,000 but less than Rs. 2,00,000/-	50
5.	V. Ps. who are receiving above Rs. 2,00,000 but less than Rs. 3,50,000/-	11
6.	V. Ps. who are receiving more than Rs. 3,50,000/-	03

These Panchayats are classified in four categories as per numbers of elected representatives which are as below:

Category — I V. P. who have 5 elected members  
 Category — II V. P. who have 7 elected members  
 Category — III V. P. who have 9 elected members  
 Category — IV V. P. who have 11 elected members

5. *Prescribed amount.*— The prescribed amount for each category will be as under:

- (a) Category I : 5 lakhs
- (b) Category II : 6 lakhs
- (c) Category III : 7 lakhs
- (d) Category IV : 10 lakhs

The Village Panchayats are entitled to receive the above Prescribed Amount under the scheme. The difference between the Prescribed Amount and grants under SGRY will be paid under this scheme. For e.g., in case a Panchayat under category III received Rs. 60,000/- under SGRY then under G.G.S.Y. he will be receiving the balance of Rs. 7 lakhs i.e. 6.40 lakhs to bring it up to the Prescribed Amount.

6. *Release of funds to Village Panchayats.*— The funds to the Village Panchayats will be distributed by the DRDAs within fifteen days of the receipt of the funds by the DRDAs from the State Government.

7. *Criteria.*— The grants under this scheme will be released to the eligible Village Panchayats after assessing the actual requirement of the Village Panchayat and proposed asset by the Government on the report of the committee appointed by the Government under the Chairmanship of Minister

(R.D.). The other members of the committee will be Jt. Secretary (R.D.) and one Sarpanch who will be nominated by the Government. The Committee while giving its recommendations of the project will take into consideration the income of the V. P. and existing facilities.

The Committee shall also take the following into consideration while deciding the release of the funds:—

- (a) The overall financial position of the Panchayats with specific reference to revenue generation efforts of the panchayats;
- (b) The need/requirement of the proposed project;
- (c) Past record of the Panchayats vis-à-vis the funds released by R.D.A. earlier.

The grants to be given to the eligible Village Panchayats shall be as follows:

Sr. No.	Type of Village Panchayat	Prescribed Amount	Maximum amount that can be released under the scheme
1.	V. P. who are having 5 members <b>Category I</b>	5 lakhs	5 lakhs minus (-) grants received under SGRY
2.	V. P. who are having 7 members <b>Category II</b>	6 lakhs	6 lakhs minus (-) grants received under SGRY
3.	V. P. who are having 9 members <b>Category III</b>	7 lakhs	7 lakhs minus (-) grants received under SGRY
4.	V. P. who are having 11 members <b>Category IV</b>	10 lakhs	10 lakhs minus (-) grants received under SGRY

8. *Release of grants.*— The State Government will release grants in three equal installments only after approval of the project by the Government through the DRDA. Ist installment of 40% of prescribed amount will be released on utilization of central grants received by the Panchayat and IInd Installment of 40% will be released after utilization of previous installment and later on 20% will be released on utilization of IInd installment.

9. *Opening of Bank Accounts & withdrawal of funds.*— The GGSY funds shall be kept in a nationalized bank in an exclusive and separate saving bank account by the Village Panchayat jointly operated by the Sarpanch and Village Panchayat Secretary. Payment of every amount should be authorized in the meeting of Village Panchayat, DRDA and the Gram Sabha should be informed about it in the following meeting. Drawals for any other purpose shall not be authorized.

10. *Utilization of Interest Earned on Deposits.*— The interest amount accrued on the deposits of each streams shall be treated as additional resources for scheme and should be utilized as per these guidelines.

11. *Supplement the funds by the Village Panchayat.*— The Village Panchayats with the prior written approval of Government can supplement its own funds to complete the project approved by the Government under this scheme, which will be reimbursed to the Village Panchayat by the Government in three equal installments (installment shall not be more than Prescribed Amount) in the future years.

However, if the Village Panchayat spends any amount without prior written order of the Government for completion of any projects taken

up under this scheme, the same will not be reimbursed to the Village Panchayat.

12. *Execution of Works.*— The work will be executed after calling the open tenders. The contractor shall be asked to give preference in wage employment in local unskilled labour.

13. *Records of the Assets Created.*— Each District, Block and Village Panchayat shall maintain complete inventory of the assets created under the programme giving details of the date of the start and the date of completion of the project, cost involved, benefits obtained, employment generated and other relevant particulars. Signboards should be displayed near the works giving these details. Photographic record of the work may also be kept of the various stage of implementation before start, during implementation and after completion.

14. *Audit of works.*— Both physical and financial audit of the works under the scheme are compulsory. This must be carried out at the end of the financial year by each district. The audit will be done by the Directorate of Accounts. The audit report together with action taken on the auditor's observations shall be furnished at the time second installment of funds for the next financial year. The copy of Audit report shall also be placed before the Gram Sabha.

15. *Social Audit.*— Immediately on finalization of works of the programme DRDAs shall publicize and inform Gram Panchayats details of works to ensure transparency, accountability and social control. Gram Panchayats should place these details before the respective Gram Sabhas.

As regards Village Panchayats meetings of the Gram Sabha shall be held every quarter at a fixed date, time and place to consider the issues regarding the planning, execution, monitoring and supervision. These meetings shall be open to all members of the village community, who shall be free to raise any issue regarding implementation of the Yojana. The Gram Sabha should also be kept informed about the progress of the implementation of the scheme and all other related issues.

16. *Annual Action Plan.*— Each Village Panchayat shall independently prepare and approve, before the beginning of each financial year, an Annual Action Plan equivalent in value of about 125 per cent of its share of funds entitled as per the SGRY and GGSY scheme. No work can be

taken up unless it forms part of the Annual Action Plan. The exercise of approval of Annual Action Plan should be completed by the end of February of the preceding financial year.

The Annual Action Plan prepared by the Village Panchayat should be thoroughly discussed in the meeting of the Gram Sabha.

17. *Administrative Sanction.*— The administrative sanction for the works under the Annual Action Plan will be given by the Government. The proposal of sanction shall be supported by the following documents:—

- \* Copy of the Annual Action Plan duly approved by the Gram Sabha.
- \* Land documents of the property in which project proposed to be taken up.
- \* If the land is not belonging to the V. P. the N.O.C. of the owner occupant of the land shown in I & XIV form.
- \* Project Estimate.
- \* Site Plan.
- \* Certificate of the V. P. Secretary in respect of fund position.
- \* Certificate by the V. P. Secretary certifying that the project has not been taken up in any other scheme.
- \* Certificate of the V. P. Secretary informing that no other wage employment projects are in progress or project sanctioned has been started.

18. *One work at one time.*— The Village Panchayat will not be entitled to take up more than one work at one time. After completion of the work successfully only, second work can be approved.

19. *Technical Sanction.*— The technical sanction would be accorded as per rules of the State Government.

20. *Coordination and Supervision of Works.*— The Block Development Officer would be responsible for the overall coordination and supervision of the works, subject to overall control of the DRDA.

**21. Works to be taken up under the scheme.—**

(i) All works that result in the creation of durable productive community assets can be taken up under the programme as per the felt needs of the area/people by the Village Panchayat.

Priority shall be given in the following order:

- (a) Infrastructure support for Swarnjayanti Gram Swarozgar Yojana (SGSY).
- (b) Infrastructure required for supporting agricultural activities in the Village Panchayat.
- (c) Community infrastructure for education (including kitchen sheds), health and internal as well as link roads (roads linking the village to the main road), even if it falls outside the Panchayat area is allowed to be constructed.
- (d) Other socio-economic community assets.
- (e) Desiltation, renovation of traditional village tanks/ponds.

(ii) While creating rural infrastructure, emphasis should be given on labour intensive works. Purely material oriented works are not to be taken up. It should be seen to it that works are sustainable and cost effective.

(iii) While there is no ceiling on the cost of works to be taken up under the programme, only such works should generally be taken up whose size and cost and nature are such that they are capable of being implemented at the local level and do not involve high level of technical inputs, etc. The works taken up must be kept within the overall Annual Action Plan. The following works shall not be taken up under the programme.

- (i) Buildings for religious purposes such as temple, mosque, gurudwara, church etc.
- (ii) Monuments, Memorials, Statue, Idols, Arch Gate/Welcoming Gate.
- (iii) Bridges (except culverts, small bridges on local "nalas" small streams).
- (iv) Building for higher secondary schools.
- (v) Building for colleges.
- (vi) Black topping of the roads.
- (vii) Desiltation of Nala/Gutters.

(iv) Works taken up under the programme should be of durable nature and should meet technical standards and specifications, if any, for the concerned work/area. The Village Panchayats may also take technical advice from the block officials or from reputed NGOs in the area, if needed.

(v) Use of low cost technology and local materials shall be encouraged.

(vi) While fixing technical specifications, efforts should be made to utilize, to the maximum extent, local materials and low cost technology development by various institutions.

(vii) The items of works approved by the Village Panchayat/Gram Sabha in the manner prescribed above shall not be allowed to be changed either at the block or the district level.

(viii) In order to facilitate the technical scrutiny of the Plan of Action of the Village Panchayat, the authorities at the DRDA may prepare and approve standard designs and cost estimates of those items of works which are generally taken up by the Village Panchayats. It will help in quicker preparation of the Plan of Action by the Village Panchayats and also quicker approval by the Gram Sabha.

**22. Implementing Agencies.—** (i) The programme will be implemented through the Village Panchayats, who will be responsible for planning and execution of the Yojana. The technical supervision will be the responsibility of the BDO and DRDAs.

(ii) At the village level, the entire work relating to co-ordination, review, supervision and monitoring of the programme will be the responsibility of the Village Panchayat.

**23. Monitoring.—** (i) Vigilance & Monitoring Committees at the State, District & Panchayat Samiti level constituted for overseeing the various programmes of the Rural Development will also be responsible to monitor the implementation of the works under this scheme.

(ii) **Schedule for Inspection of Works.—** For effective implementation of the programme, the officers at the District, Blocks levels must closely monitor all aspects of the programme through visits to work sites in the interior areas. A schedule of inspection, which prescribes the minimum

number of field visits for each supervisory level functionaries from District to Block level, should be drawn up by the DRDAs, and strictly adhered to. A copy of the inspection schedule drawn should be sent to State Governments for information.

(iii) The officers dealing with the GGSY at the State headquarters shall visit Districts regularly and ascertain through field visits that the programme is being implemented satisfactorily and that execution of works is in accordance with the prescribed procedures and specifications.

(iv) During the course of inspection, if any official comes across any irregularities, he/she should immediately bring it to the notice of the Project Director, DRDA so that appropriate action is taken.

24. *Reports and returns.*— It shall be open to the State Government to prescribe reporting formats for Monthly and Annual Reports. The DRDAs will also be accountable to the State Government to ensure that the returns/reports in respect of the works taken up for execution under the GGSY in the Districts are furnished in time.

The following reports and returns will be submitted to the State by the DRDAs:—

- (i) *A Monthly Progress Report* to be furnished in *Proforma - I* by the 10th of every succeeding month

- (ii) A detailed *Annual Report* to be submitted by 25th April of the succeeding year. *Proforma-II*

25. *Evaluation.*— The States will conduct periodical evaluation studies on the implementation of the programme.

The DRDA may also conduct studies from time to time. The DRDA shall report the outcome of the studies to the State Government from time to time.

The PRIs may, subject to relevant laws, even raise additional resources through appropriate cess/tax to ensure people's participation by inculcating in them the feeling of community ownership.

26. *Redressal of Grievances.*— If there are any grievances with regard to the implementation of the GGSY by the implementing agencies including proper payment of wages, representation can be made to the DRDA or the Block Development Officer. It will be the responsibility of these functionaries to enquire into the representation and redress the grievances in an appropriate manner.

By order and in the name of the Governor of Goa.

N. D. Agrawal, Joint Secretary (R.D).

Panaji, 12th January, 2004.

### Notification

DRDA-N/4-268/GGSY/03-04/4140

In exercise of the powers conferred under para 24 of the guidelines of Goa Gram Samradhi Yojana (G.G.S.Y.) notified vide notification No. DRDA-N/4-268/GGSY/03-04/4109 dated 12-1-03, the Government has prescribed Proforma-I & Proforma-II enclosed, for monthly and annual reports under Goa Gram Samradhi Yojana.

By order and in the name of the Governor of Goa.

N. D. Agrawal, Joint Secretary (R.D):

Panaji, 12th January, 2004.

Proforma-I

### FORMATS FOR MONTHLY PROGRESS REPORT UNDER GOA GRAM SAMARADHI YOJANA (GGSY)

[Reference: Para 24(i)]

#### Part-I

#### Monthly Performance Report of UNDER GOA GRAM SAMARADHI YOJANA

(To be submitted by the 10th of the subsequent month)

District	Year .....	Month .....
	Numbers of works	Cost (Rs. in Lakh)
Total No. of works undertaken		
Total No. of works completed (up to the month)		
Works under progress (up to the month)		
Cumulative expenditure up to the month .....		

Part-II

Work wise details:—

S. No.	Block	Name of the work	Estimated cost	Date of sanction of proposal	Date of tender	Date of work order issued	Time prescribed for completion of work	Physical status	Expenditure incurred till end of the month

Part-III

Financial position

Opening Balance in the beginning of the month	Fund received		Total Funds available	Expenditure in this month	Closing Balance
	From State Govt.	Bank Interest and other misc. receipts			

Project Director  
D.R.D.A.....

Proforma-II

FORMATS FOR YEARLY PROGRESS REPORT UNDER GOA GRAM SAMARADHI YOJANA (GGSY)

[Reference: Para 24(ii)]

Part-I

Yearly Performance Report of UNDER GOA GRAM SAMARADHI YOJANA  
(To be submitted by the 10th of the subsequent month)

District		Year .....	
		Numbers of works	Cost (Rs. in Lakh)
(i) Total No. of works are pending in the beginning of the year			
(ii) Total No. of works undertaken in this year			
(iii) Total (1+2)			
(iv) Total No. of works completed in the year			
(v) Works under progress end of the year			

Part-II

Work wise details:—

S. No.	Block	Name of the work	Estimated cost	Date of sanction of proposal	Date of tender	Date of work order issued	Time prescribed for completion of work	Physical status	Expenditure incurred till end of the month

Part-III

Financial Statement

Opening Balance in the beginning of the year	Fund received		Total Funds available	Expenditure in this year	Closing Balance
	From State Govt.	Bank Interest and other misc. receipts			

Project Director  
D.R.D.A.....